

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-743

PAGE
NO. 1 OF 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Montgomery Community College		
AGENCY		DIVISION
Item No.	Description	Retention
	Attached Montgomery Community College COMPREHENSIVE RECORDS SCHEDULE (containing 55 pages) Supercedes Schedule C-660, dated July 17, 1990, and all amendments thereto.	As per attached schedules enclosed.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

11-1-1994

Director,
Educ. Sup. SVC.

SEP 12 1995

Date

Signature

Title

Date

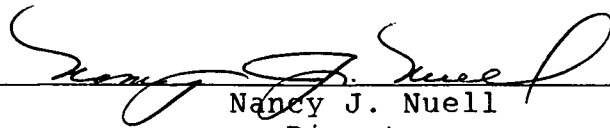
State Archivist

Nancy J. Nuell

Edward C. Papenfuss

MONTGOMERY COMMUNITY COLLEGE
COMPREHENSIVE RECORDS SCHEDULE
SCHEDULE NO.

Approved



Nancy J. Nuell

Director

Educational Support Services
Montgomery Community College

11/2/94
Date

Approved



State Records Administrator

8/24/95
Date

Approved



State Archivist

SEP 12 1995

Date

The above signatures constitute legal approval of the Record Retention Schedules contained in this Manual.

COMPREHENSIVE RECORDS SCHEDULE

INTRODUCTION

The purpose of the Comprehensive Records Schedule is to bring under effective administrative control the current and noncurrent records maintained within the administrative offices of Montgomery College. The major objectives of the schedule are to ensure the proper retention of records of legal, administrative, and historical value and to provide for the systematic disposal of all other records as soon as they have fulfilled their usefulness.

The schedule is divided into individual office schedules in a manner consistent with the general format used in the College Operating Budget. Each office schedule identifies and briefly describes all major record series located within the office and establishes a timetable governing the disposition of the records in office areas and, where applicable, in the College Archives. The term "retention" beneath the series description denotes the total minimum life span for the series. The "office" and "archives" categories indicate the minimum period of time that the series is to be retained in these areas. Further recommendations designed to facilitate the collection of important records are also indicated. "Offices of record," for example, are responsible for maintaining complete and accurate files of important, widely-dispersed documents until such time as they are deposited in the Archives.

The Archives Coordinator is responsible for ensuring that the provisions of the schedule are properly observed and implemented. The schedule will be reviewed periodically in order to incorporate new record series under its provisions and to ensure that retention and disposal rates meet the needs of the College. The transfer of records from office areas to the Archives will normally be initiated by the Archives Coordinator. Offices depositing records in the Archives in accordance with the provisions of the schedule will receive a signed receipt for such deposits. The Archives Coordinator will not destroy office records covered by this schedule without the concurrence of the appropriate administrator. Additional procedures governing records collection, access to archival records, and research activities in the College Archives are included in the Montgomery College Policies and Procedures Manual.

If Montgomery Community College Archives are (or become) non-available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis and material having limited retention will be transferred to the State Records Center in Jessup.

COMPREHENSIVE RECORDS SCHEDULE

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Central Administration

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Chapter: Fiscal and Administrative AffairsModification No. 001Subject: College Archives

I. Goals of the Archival Program (Approved by the President, February 1, 1977; revised November 9, 1984)

The primary goals of the archival program are to develop and implement systematic procedures for the proper retention, retirement, and retrieval of records currently being created at the College; to assure the economical retention of records of long-term administrative and historical value; and to effect the disposal of all other records as soon as they have fulfilled their usefulness. The program further seeks to:

- A. Conserve scarce space by preventing the uncontrolled accumulation of inactive records and selectively microfilming vital College records, and
- B. Provide a central reference source for valuable administrative and historical information contained in noncurrent records.

II. Procedures (Approved by the President, February 1, 1977; revised November 1, 1984)

A. Records Collection

- 1. Materials to be deposited in the College Archives are normally determined by the provisions of the Comprehensive Records Schedule for Montgomery Community College.
- 2. Records not covered by the Comprehensive Records Schedule may be added to the archival collections at the discretion of the Archives Coordinator. Records in this category might include but are not limited to: Personal papers and memorabilia of current or former faculty, staff, or students; public documents relating to the development of educational policy within the State of Maryland and Montgomery County; other selected records of unique historical value to the College as determined by the Archives Coordinator.

B. Access to Records Located in the College Archives

1. Access to records deposited in the Archives by College operating units shall normally be restricted to the originating office or to other persons designated by the originating office, except that such restrictions or designations shall not conflict with applicable laws or regulations of the various levels of government, established policies of the Board of Trustees, or approved College procedures governing access to confidential records.
2. Individuals depositing in the Archives personal papers related to College matters may specify reasonable restrictions on access to such papers. However, all such restrictions must be in writing and agreed to by the individual and the Assistant Director of Educational Support Services.
3. Many of the records located in the College Archives are normally available to members of the College community and to the public without restriction. Such records would include but are not limited to: Official minutes and reference files of the Board of Trustees; minutes and related records of various College organizations, such as the Faculty, Staff, and Student committees; College and non-College publications; photographs; scrapbooks; clipping files; and miscellaneous historical memorabilia.

C. Research Activities in the College Archives

1. The College Archives is intended primarily for the use of College staff and students. Research in the Archives by others is welcomed, however, for any purpose which can be serviced properly by the Archives staff.
2. Records in the Archives may be withdrawn at any time by the originating office. Otherwise, records are normally available for use only in the Archives office.
3. The staff of the College Archives is available at all reasonable times to assist individuals in locating documents pertaining to specific subjects and using the records preserved in the Archives. The staff will conduct extensive research activities at the request of researchers and College personnel only insofar as the limited resources of the office permit.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 1

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CAMPUS: CENTRAL ADMINISTRATION OFFICE: BOARD OF TRUSTEES

Item
No.

Description and Retention

-
1. BOARD OF TRUSTEES OFFICIAL RECORDS, 1969 -
Official files of the Montgomery College Board of Trustees, including approved minutes of Board meetings and packets (reference file) containing agendas and background material for Board consideration during regular monthly, special, and budget review sessions.

RETENTION: Permanent

Office: (a) Retain Board minutes five years; office of record
(b) Retain Board packets three years; office of record

Archives: Permanent

-
2. BOARD OF TRUSTEES TOPICAL FILE, 1969 -
Confidential memoranda, with attachments, that the President forwards to the Board; correspondence memoranda, and miscellaneous subject files relating to follow-up action taken to conform to Board actions and directives.

RETENTION: Three years

OFFICE: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 2

Page 1 of 2

CAMPUS: CENTRAL ADMINISTRATION OFFICE: PRESIDENT

Item
No.

Description and Retention

-
1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the President.

RETENTION: Three years
Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

 2. MIDDLE STATES ASSOCIATION FILE, 1950 -
Accreditation materials, including reports of accreditation teams, notifications, correspondence, and background material.

RETENTION: Permanent
Office: Retain materials relating to last accreditation
Archives: Permanent

 3. ADMINISTRATORS' MEETING RECORDS, 1988 -
Minutes and related records of the President's Cabinet and other regularly scheduled meetings.

RETENTION: Permanent
Office: Two years; office of record
Archives: Permanent
-

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 2

Page 2 of 2

CAMPUS: CENTRAL ADMINISTRATION OFFICE: PRESIDENT

Item
No.

Description and Retention

-
4. COMMITTEE ON COLLEGE INVESTMENTS AND BANK SELECTION, 1972 -
Minutes of the proceedings of the committee and related
records. Maintained by the Executive Assistant to the
President.

RETENTION: Permanent
Office: Two years, office of record
Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

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RECORDS RETENTION SCHEDULE NUMBER 3

CAMPUS: CENTRAL ADMINISTRATION OFFICE: CHIEF ADMINISTRATIVE
OFFICER

Item
No.

Description and Retention

-
1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1976 -
Correspondence, memoranda, and miscellaneous subject files
relating to the activities of the Office of the Chief
Administrative Officer.

RETENTION: Three years
Office: May be destroyed after three years. Material
having continuing administrative, legal, or
historical value, including records
documenting the educational planning of
current and future campuses, to be retained
until such value ends or deposited in the
Archives for permanent retention.

MONTGOMERY COMMUNITY COLLEGE

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RECORDS RETENTION SCHEDULE NUMBER 4

CAMPUS: CENTRAL ADMINISTRATION OFFICE: ASSISTANT TO THE
CHIEF ADMINISTRATIVE
OFFICER

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1970 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Assistant to the Chief Administrative Officer for Academic and Student Affairs.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>ACADEMIC PROGRAMS FILE, 1968 -</u> Proposals, statements, surveys, reports, correspondence, memoranda and miscellaneous papers relating to academic programs adopted by the College.</p> <p>RETENTION: Permanent Office: Permanent</p>
3.	<p><u>COLLEGE CURRICULUM ADVISORY COMMITTEE, 1976 -</u> Minutes and related records of the proceedings of the committee.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>
4.	<p><u>FEDERAL AND FEDERAL-STATE GRANTS FILE, 1968 -</u> Records of all grants of this type received by the College, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance Office maintains financial records documenting the expenditure of funds.)</p> <p>RETENTION: Retain six years after the close of the fiscal year in which expenditure was made or for that period of time required by federal and state records retention regulations for each grant, whichever is longer.</p> <p>Office: Three years Archives: Three years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 4

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CAMPUS: CENTRAL ADMINISTRATION OFFICE: ASSISTANT TO THE
CHIEF ADMINISTRATIVE
OFFICER

Item No.	Description and Retention
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5. ACADEMIC ASSEMBLY, RECORDS, 1992 -
Records relating to the creation of a new collegewide
governance model, composed of faculty, staff and
administrators. (This group replaces the Faculty Congress
for faculty governance representation.)

RETENTION: Permanent
Office: Two years, office of record
Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 5

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CAMPUS: CENTRAL ADMINISTRATION OFFICE: AFFIRMATIVE ACTION

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1975 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Affirmative Action.

RETENTION: Five years

Office: May be destroyed after five years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. AFFIRMATIVE ACTION RECORDS, 1975 -

Reports and supporting data documenting the College affirmative action program, including Federal EEO-6, Title IX Self-Evaluation Reports, and similar reports and evaluations.

RETENTION: Retain reports ten years, and supporting data three years, or for that period of time required by Federal and State records retention regulations, whichever is longer.

Office: Retain reports for five years

Archives: Retain reports for total retention period and destroy.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 6

Page 1 of 1

CAMPUS: CENTRAL ADMINISTRATION OFFICE: BUDGET

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Director of the Office of the Budget.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>BUDGET: BACKUP MATERIALS FY1970 -</u> Source materials, original budget requests, budget review materials, drafts of budget at various stages, and related materials pertaining to the development of the annual operating budget.</p> <p>RETENTION: Six years Office: Two years Archives: Four years and destroy</p>

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1RECORDS RETENTION SCHEDULE NUMBER 7

CAMPUS: CENTRAL ADMINISTRATION OFFICE: INSTITUTIONAL
ADVANCEMENT

Item

No.

Description and Retention

-
1. GENERAL CORRESPONDENCE AND OFFICE FILES, c. 1969 -
Correspondence, memoranda, and miscellaneous subject files
relating to the activities of the Office of the Director of
Institutional Advancement.

RETENTION: Six years
Office: May be destroyed after six years. Material
having continuing administrative, legal, or
historical value to be retained until such
value ends or deposited in the Archives for
permanent retention.

2. NEWS RELEASES, 1969 -
Periodic news releases relating to College activities,
events, students, and staff.

RETENTION: Permanent
Office: Two years
Archives: Permanent

3. CLIPPINGS FILE, 1969 -
News clippings relating to the College from local
newspapers.

RETENTION: Permanent
Office: Two years
Archives: Permanent

4. BOARD MEETING REPORT, 1976 -
A summary of the Board of Trustees meetings prepared by the
Office of College Relations.

RETENTION: Permanent
Office: Two years
Archives: Permanent

5. ALUMNI RECORDS, 1946 -
Names, addresses, completed questionnaires from former
students, and related records such as memorabilia and
photographs.

RETENTION: Permanent
Office: Permanent

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 8

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CAMPUS: CENTRAL ADMINISTRATION OFFICE: COMPUTING SERVICES

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Computing Services.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>PROGRAM DOCUMENTATION, RECORDS, 1983 -</u> Floppy disks and photocopies of records that document the programs generated by Computing Services.</p> <p>RETENTION: Retain permanently or until program documentation is obsolete. Office: New programs and updates to existing programs photocopied or backed up on floppy disks annually. Archives: Permanent</p>
3.	<p><u>Publications, 1990 -</u> Newsletters and publications relating to the activities of the Computing Services unit.</p> <p>RETENTION: Retain permanently or until updates supersede the original publication. Office: Updates to publications maintained until obsolete. Copies of publications sent to the Archives. Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 9Page 1 of 1

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FACILITIES

Item
No.Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Facilities.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. LAWS, CODES, RULES AND POLICIES, 1965 -

Records relating to legal requirements and established College policies governing College Facilities.

RETENTION: Permanent

Office: Permanent

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1RECORDS RETENTION SCHEDULE NUMBER 10

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FACILITIES, CAPITAL
PLANNING AND
CONSTRUCTION

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Assistant Director of Capital Planning and Construction.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. CAPITAL PROJECTS RECORDS, c. 1967 -

Records relating to capital development projects, including legal, financial, planning, construction, and State and Federal funding files, as well as correspondence, reports, specifications, drawings, plans and miscellaneous materials.

RETENTION: Permanent

Office: Retain files on individual projects for two years after project formally closed.

Archives: Permanent

3. SPECIFICATIONS, PLANS, AND DRAWINGS, 1980 -

Specifications, plans, and drawings of buildings, systems, and equipment now in service.

RETENTION: Permanent

Office: Permanent

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 11

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CAMPUS: CENTRAL ADMINISTRATION OFFICE: FACILITIES, PHYSICAL PLANT

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1989 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Campus Director of the Physical Plant.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. CENTRALIZED MAINTENANCE ACCOUNTS FILES, 1969 -

Records of supplies and equipment ordered for College facilities, including requisitions and related papers providing a full description of each item ordered and why it was needed.

RETENTION: Retain for the life of the equipment and for three years thereafter

Office: For total retention period and destroy

3. MAINTENANCE PROGRAMS FILE, 1960 -

Specific information, including correspondence, memoranda, literature, etc., regarding buildings, systems, and equipment in service.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative or legal value to the office to be retained until such value ends.

4. INSPECTION SHEETS, 1971 -

Equipment check forms prepared daily by stationary engineers.

RETENTION: Three years

Office: One year

Archives: Two years and destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 11

Page 2 of 2

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FACILITIES, PHYSICAL
PLANT

Item No.	Description and Retention
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5. SERVICE REQUESTS RECORDS, 1970 -
Service request forms, with record of work completed.

RETENTION: Three years
Office: Three years and destroy

6. SPACE RESERVATION FILE, 1969 -
Record of all events taking place requiring the use of
College facilities, including original request, reservation
form, copy of receipt indicating payment has been made to
Cashier, and any related papers.

RETENTION: Three years
Office: Three years

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 12

Page 1 of 6

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FACILITIES, PHYSICAL
PLANT (SAFETY AND
SECURITY)

Item
No.

Description and Retention

-
1. GENERAL CORRESPONDENCE AND OFFICE FILES, c. 1969 -
Correspondence, memoranda, and miscellaneous subject files
relating to the activities of the Office of Safety and
Security.
- RETENTION: Three years
Office: May be destroyed after three years. Material
having continuing administrative, legal, or
historical value to be retained until such
value ends or deposited in the Archives for
permanent retention.
-
2. SECURITY LOG BOOKS AND OFFENSE REPORTS, 1969 -
Daily record of security checks and offenses committed, and
offense reports prepared as required.
- RETENTION: Twenty years
Office: Five years
Archives: Fifteen years and destroy
-
3. PARKING TICKETS, 1965 -
Copies of parking tickets issued on the Rockville Campus.
- RETENTION: Retain for five years after ticket date of
issuance or until audited.
Office: For total retention period and destroy
-
4. VEHICLE REGISTRATION CARDS, 1965 -
Registration cards completed by students and employees,
including name, make of car, owner, tag number, and
registration number.
- RETENTION: One year after termination of registration
Office: For total retention period and destroy
-

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 6RECORDS RETENTION SCHEDULE NUMBER 13

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FINANCE

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Finance.

RETENTION: Three years

Office: May be destroyed after three years.
Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. GENERAL LEDGERS, FY1954 -

Record of financial transactions in all accounts during the fiscal year; not as detailed as the Statement of Transactions. Only the end-of-fiscal-year run is retained.

RETENTION: Permanent

Office: Three years

Archives: Permanent; microfilm periodically and destroy paper records.

3. STATEMENT OF TRANSACTIONS, FY1967-1985

Detailed record of financial transactions in all accounts during the fiscal year. Only the end-of-fiscal-year run is retained.

RETENTION: Permanent

Office: Three years

Archives: Permanent; microfilm periodically and destroy paper records.

4. OPERATING BUDGET REPORT, FY1970-1985

Summary of financial transactions in all accounts during the fiscal year recorded in a manner consistent with the format of the Operating Budget. Only the end-of-fiscal-year run is retained.

RETENTION: Permanent

Office: Three years

Archives: Permanent; microfilm periodically and destroy paper records.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 13

Page 2 of 6

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FINANCE

Item
No.

Description and Retention

5. FIXED ASSET INVENTORY, FY1979 -

A record of all College equipment and furniture documenting the value and location of each item.

RETENTION: Permanent
Office: Three years
Archives: Permanent

6. INVESTMENT RECORDS, 1970 -

Records of all College investment, including policies and procedures to be followed, financial data, correspondence, and miscellaneous supporting data.

RETENTION: Permanent
Office: Permanent

7. CAPITAL PROJECTS FINANCIAL RECORDS, 1969 -

Copies of contracts for capital projects and records of payments made by the College under the terms of the contracts.

RETENTION: Permanent
Office: Retain for two years after project formally closed
Archives: Permanent

8. PAYROLL RECORDS, 1967 -

Records documenting the payment of salaries to College employees, with supporting materials, including but not limited to the following: Payroll registers; employee folders; attendance vouchers; leave reports; leave balance records; miscellaneous deductions; and W-2 forms.

RETENTION: Permanent
Office: Two years
Archives: Permanent; microfilm periodically and destroy paper records

MONTGOMERY COMMUNITY COLLEGE

Page 3 of 6RECORDS RETENTION SCHEDULE NUMBER 13

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FINANCE

Item

No.

Description and Retention

9. FEDERAL AND FEDERAL-STATE GRANT FINANCIAL RECORDS, 1950's -

Copies of proposal, approved agreement, financial records documenting the receipt and expenditure of funds, and periodic required reports relating to Federal and Federal-State grants received by the College.

RETENTION: Retain until an audit possible under terms of the grant is completed or, if no audit is performed, for six years after the close of the fiscal year in which the expenditure was made, or for that period of time required by Federal and State records retention regulations, whichever is longer.

Office: Retain until grant expires; microfilm periodically.

Archives: For total retention period and destroy

10. FACULTY PROFESSIONAL DUES RECORDS, 1982-83 -

Record of payments of professional dues made by the faculty.

RETENTION: Three years

Office: Three years and destroy

11. NATIONAL DIRECT STUDENT LOAN RECORDS, 1960 -

Original request for loan, conditions of loan, correspondence, promissory notes, records of payments, and related items.

RETENTION: Retain six years after loan fully paid or for that period of time required by Federal records retention regulations, whichever is longer. Loans assigned or referred to the Federal government for collection are retained six years.

Office: Retain until loan fully paid; assigned loans retained for two years in the office..

Archives: Paid loans for six years and destroy; assigned loans, four years and destroy.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 13

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CAMPUS: CENTRAL ADMINISTRATION OFFICE: FINANCE

Item

No.

Description and Retention

12. BANK STATEMENTS, 1969 -

Monthly statements received from the bank, with worksheets.

RETENTION: Three years or until audited, whichever is longer

Office: One years

Archives: Two years and destroy

13. CANCELLED CHECKS, 1967 -

Cancelled payroll and vendor checks returned by the bank.

RETENTION: Five years or until audited, whichever is longer

Office: Two years

Archives: Three years and destroy

14. CASH RECEIPT SUMMARY, 1990-

Cash receipt summary of all financial transactions daily at the College.

RETENTION: Three years or until audited, whichever is longer

Office: One year

Archives: Two years and destroy

15. CHECK VOUCHERS, 1967 -

Alphabetical and numerical copies of all vouchers (except payroll vouchers) that accompany checks to vendors, etc. The numerical copy includes supporting documents such as an additional copy of the purchase order or a vendor invoice.

RETENTION: Five years or until audited, whichever is longer

Office: Two years

Archives: Three years and destroy

16. MULTI-PURPOSE FORMS, 1968 -

Original entry of accounting transactions, with backup material.

RETENTION: Three years

Office: One year

Archives: Two years and destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 13

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CAMPUS: CENTRAL ADMINISTRATION OFFICE: FINANCE

Item

No.

Description and Retention

17. STOP PAYMENT REQUEST, 1975 -

Daily record of requests for stop payment of checks issued by the College.

RETENTION: Three years
Office: One year
Archives: Two years and destroy

18. RETURNED CHECK LOG, 1976 -

Daily entries of checks returned to the Finance Office.

RETENTION: Three years
Office: One year
Archives: Two years and destroy

19. PAID INVOICES, MC, 1975 -

Rental of College facilities by outside organizations with payment record.

RETENTION: Five years
Office: Two years
Archives: Three years and destroy

20. SALES TAX RECORDS, 1967

Record of sales tax refunds and voids.

RETENTION: Five years
Office: Two years
Archives: Three years and destroy

21. DISCIPLINE COST ANALYSIS, 1975 -

An analysis of the cost of instructional disciplines as defined by HEGIS.

RETENTION: Permanent
Office: Two years
Archives: Permanent

22. FINAL CLOSE OUT REPORTS, 1985-

Computer generated reports documenting monthly and year-end financial transactions

RETENTION: Permanent
Office: Three years
Archives: Permanent; convert to microform periodically and destroy paper records.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 13

Page 6 of 6

CAMPUS: CENTRAL ADMINISTRATION OFFICE: FINANCE

Item No.	Description and Retention
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23. STUDENT PAYMENT RECORDS, 1977 -

Computer printouts which document student tuition payments, including but not limited to the following: Student billing batch total listing, student billing transaction logs, student billing detail, student billing entries, etc.

RETENTION: Three years
Office: One year
Archives: Two years and destroy

24. FEDERAL PROGRAMS, 1970 -

Grants and proposals that were awarded to the College, such as MET, BEOG, Vocational Education, containing the original contract, proposals, correspondence, etc.

RETENTION: Permanent
Office: Two years
Archives: Permanent

25. STUDENT CONTRACT SPONSOR BILLING, 1988 -

The invoice for students whose employers pay their tuition. The fees are paid in full and the contract and invoice are retained.

RETENTION: Four years or until audited, whichever is longer
Office: Two year
Archives: Two years and destroy

26. BALANCE SHEETS, 1989 -

Daily batch totals which are the record of the cash summary from the campus cashier's offices with credit card slips, tapes and deposit slips.

RETENTION: Seven years when credit card slips are attached.
Office: Two years
Archives: Five years

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1

RECORDS RETENTION SCHEDULE NUMBER 14

CAMPUS: CENTRAL ADMINISTRATION OFFICE: GENERAL COUNSEL

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the General Counsel.

RETENTION: Ten years
Office: May be destroyed after ten years. Material having continuing administrative, legal, or historical value to be retained until such value ends.

2. CONTRACTS FILE, 1966 -
All contracts (except employee contracts, student activities contracts, and grant agreements) entered into by the College, as well as related correspondence memoranda, and miscellaneous papers.

RETENTION: Retain in office or any college archives until no longer needed or for 50 years whichever occurs sooner, then destroy.
Office: Indefinitely

3. LITIGATION FILES, 1971 -
Records documenting litigation as well as non-litigation files involving Montgomery College.

RETENTION: Retain as long as documents have continuing administrative value, then deposit in the College Archives.

Office: Permanent; microfilm after five years and and destroy documents.

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 15Page 1 of 5

CAMPUS: CENTRAL ADMINISTRATION OFFICE: HUMAN RESOURCES

Item
No.Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Human Resources.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. STAFF PERSONNEL FOLDERS, 1950's -

Materials collected at time of employment, including application and letters of recommendation, salary action authorizations (salary file), evaluations, and other materials relevant to the individual's employment with the College.

RETENTION: Permanent

Office: Retain while active and for one year after termination of employment.

Archives: Permanent

3. FACULTY/ADMINISTRATORS SALARY FILE, 1967 -

Personnel action forms for full-time and part-time faculty and for the administrative staff.

RETENTION: Twenty years after termination of employment

Office: Retain forms for full-time faculty and administrators for the total retention period and destroy. Retain forms for part-time faculty for two years.

Archives: Retain forms for part-time faculty eighteen years and destroy.

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 5RECORDS RETENTION SCHEDULE NUMBER 15

CAMPUS: CENTRAL ADMINISTRATION OFFICE: HUMAN RESOURCES

Item

No.

Description and Retention

4. STUDENT/TEMPORARIES PERSONNEL RECORDS, c. 1950 -

Folders containing employment information, c. 1950-1969, when they were discontinued, cards, personnel action forms, and related records since 1969.

RETENTION: Twenty years after termination of employment
Office: Five years after termination of employment
Archives: Fifteen years and destroy

5. EMPLOYMENT RECORD CARDS, 1966 -

Cards containing employment information for faculty, students, temporaries, and staff. These cards are used as a cross reference to the files maintained in the Human Resources Office.

RETENTION: Twenty years
Office: Retain while active
Archives: For remainder of retention period

6. RETIREMENT BENEFITS RECORDS, 1967 -

Contracts with insuring agency, enrollment cards and forms, reports, and miscellaneous material.

RETENTION: Permanent
Office: Two years after coverage terminated
Archives: Permanent

7. STUDENT INSURANCE RECORDS, 1967 -

Contracts with insuring agency, enrollment cards and forms, claims and payments materials, source documents such as insurance cards and insurance waivers, and any related records.

RETENTION: Twenty years after termination of policy, except that source documents may be destroyed after three years.
Office: Two years after termination of policy
Archives: Eighteen years and destroy

MONTGOMERY COMMUNITY COLLEGE

Page 3 of 5RECORDS RETENTION SCHEDULE NUMBER 15

CAMPUS: CENTRAL ADMINISTRATION OFFICE: HUMAN RESOURCES

Item No.	Description and Retention
8.	<u>PERSONNEL HEALTH INSURANCE RECORDS, 1967 -</u> Contracts with insuring agency, enrollment cards and forms, and related material. RETENTION: Twenty years after termination of policy or coverage Office: Two years after termination of policy or coverage Archives: Eighteen years and destroy
9.	<u>PERSONNEL LIFE INSURANCE RECORDS, 1967 -</u> Contracts with insuring agency, enrollment cards and forms, and related material. RETENTION: Twenty years after termination of policy or coverage Office: Two years after termination of policy or coverage Archives: Eighteen years and destroy
10.	<u>WORKERS COMPENSATION RECORDS, 1967 -</u> Injury report, medical reports, bills, and related material. RETENTION: Twenty years Office: Two years Archives: Eighteen years and destroy
11.	<u>PERSONNEL CLASSIFICATION FILE, 1969 -</u> Working file of classification specifications, specific job descriptions, list of budgeted positions, and related information. RETENTION: Permanent Office: Permanent
12.	<u>EAP/TUITION WAIVER RECORDS, 1971 -</u> Application forms and any related records documenting the participation of College employees in Educational Assistance Plan benefits and Tuition Waiver Plan benefits. RETENTION: Six years Office: Two years Archives: Four years and destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 15

Page 4 of 5

CAMPUS: CENTRAL ADMINISTRATION OFFICE: HUMAN RESOURCES

Item No.	Description and Retention
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13. APPLICATIONS, 1968 -

Applications for faculty, staff and administrative positions at the College.

RETENTION: Two years
Office: Two years and destroy

14. ADMINISTRATORS' PERSONNEL FOLDERS, 1946 -

Materials collected at time of employment, including application and letters of recommendation, copies of salary authorizations and personnel actions, and other materials relevant to the administrator's employment with the College.

RETENTION: Permanent
Office: Retain while active and for one year after termination of employment
Archives: Permanent

15. LEAVE AGREEMENTS, FACULTY AND ADMINISTRATORS, 1981 -

Original copies of contractual agreements signed by faculty and administrators for sabbaticals and for extended leave without pay.

RETENTION: Twenty years
Office: Two years
Archives: Eighteen years and destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 15

Page 5 of 5

CAMPUS: CENTRAL ADMINISTRATION OFFICE: HUMAN RESOURCES

Item No.	Description and Retention
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16. SABBATICAL LEAVE RECORDS, 1989 -

Records that relate to sabbatical leave taken by faculty including reports and proposals.

RETENTION: Twenty years
Office: Two years
Archives: Eighteen years and destroy

17. FACULTY RECRUITMENT RECORDS, 1983 -

Recruitment records maintained by the office of Human Resources for faculty positions at Montgomery College, by department and years.

RETENTION: Six years
Office: Two years
Archives: Four years and destroy

18. STAFF SENATE RECORDS, 1980 -

Minutes and related records of the collegewide Faculty Congress.

RETENTION: Permanent
Office: Two years, office of record
Archives: Permanent

19. COLLECTIVE BARGAINING RECORDS, 1980-

All records relating to collective bargaining agreements at the College.

RETENTION: Permanent
Office: Ten years
Archives: Permanent

20. INSTITUTIONAL INSURANCE RECORDS, 1967 -

Policies, certificates of liability, correspondence, memoranda, renewal materials, some claims records, and miscellaneous materials relating to the administration and renewal of institutional insurance policies.

RETENTION: Retain for six years after entire basic policy has been superseded.
Office: For total retention period and destroy.

*From
Pres office*

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 16

Page 1 of 2

CAMPUS: CENTRAL ADMINISTRATION OFFICE: PLANNING AND
INSTITUTIONAL
RESEARCH

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1970 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Planning and Institutional Research.</p> <p>RETENTION: Five years Office: Three years. Material having continuing administrative, legal, or historical value to be retained permanently or until such value ends. Archives: Two years and destroy</p>
2.	<p><u>HIGHER EDUCATION GENERAL INFORMATION SURVEY REPORTS, 1965 -</u> Statistical reports required by the Federal government relating to enrollment, finance, personnel, library, and other College operations. Different parts of the report are prepared throughout the year.</p> <p>RETENTION: Permanent Office: five years Archives: Permanent</p>
3.	<p><u>ANNUAL STATISTICAL REPORT (FORMERLY REGISTRAR'S REPORT), 1948 -</u> Annual compilation of statistical data relating to enrollment, programs, courses, students, faculty, grades, and other College operations.</p> <p>RETENTION: Permanent Office: Five years Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 16

Page 2 of 2

CAMPUS: CENTRAL ADMINISTRATION OFFICE: PLANNING AND
INSTITUTIONAL
RESEARCH

Item
No.

Description and Retention

4. STATE-MANDATED REPORTS, c. 1970 -

Enrollment and state aid reports for which the Office of Planning and Institutional Research is responsible. These reports are required by the Maryland State Department of Education and the Maryland Higher Education Commission.

RETENTION: Permanent
Office: Ten years
Archives: Permanent

5. INTERNAL AND EXTERNAL WRITTEN REPORTS/QUESTIONNAIRES, 1967 -

Reports prepared by the Office of Planning and Institutional Research for internal and external groups.

RETENTION: Fifteen years
Office: Five years
Archives: Ten years and destroy

6. COLLEGE PRINT-OUTS, 1971 -

Computer print-outs relating to data compiled by the Office of Planning and Institutional Research.

RETENTION: Fifteen years

Office: Three years for printout and retain computer output microfiche for as long as record is required.

Archives: Twelve years; convert to microfilm periodically and destroy.

7. INTERNAL AUDITOR REPORTS, FY1970 -

Financial and operating audits of College offices and operations.

RETENTION: Five years
Office: Five years and destroy

*From
Budget
Audit*

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 17Page 1 of 2

CAMPUS: CENTRAL ADMINISTRATION OFFICE: PROCUREMENT

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Procurement.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. PURCHASE ORDERS, 1967 -

College purchase orders.

RETENTION: Five years or until audited, whichever is longer.

Office: Three years

Archives: Two years and destroy

3. REQUISITIONS, 1967 -

Signed requisition forms supporting purchase orders.

RETENTION: Five years or until audited, whichever is longer

Office: Three years

Archives: Two years and destroy

4. BIDS FILE, 1967 -

Bid forms, tabulations, and specifications.

RETENTION: Five years or until audited, whichever is longer

Office: Three years

Archives: Two years and destroy

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 17

Page 2 of 2

CAMPUS: CENTRAL ADMINISTRATION OFFICE: PROCUREMENT

Item
No.

Description and Retention

5. STORES REQUISITIONS, 1970 -

Receipt copies of stores requisitions forms used for drawing supplies from the College central stores.

RETENTION: Four years or until audited, whichever is longer

Office: Two years

Archives: Two years and destroy

6. RECEIVING REPORTS, 1972 -

Receipt forms for items received in the central receiving area. This record series includes another copy of the purchase order and a delivery record.

RETENTION: Five years or until audited, whichever is longer

Office: Three years

Archives: Two years and destroy

7. PROPERTY CONTROL REPORTS AND RECORDS, c. 1967 -

Records documenting the acquisition and internal control of inventorial property of the College.

RETENTION: Permanent

Office: Permanent; office of record

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 18

Page 1 of 4

CAMPUS: CENTRAL ADMINISTRATION OFFICE: ADMISSIONS, RECORDS,
AND REGISTRATION

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Admissions, Records, and Registration.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. STUDENT PERMANENT RECORD CARDS, 1946 -

Official record of grades received by all students currently or formerly enrolled at the College and at some off-campus extension centers.

RETENTION: Permanent

Office: Permanent

3. STUDENT FOLDERS, 1967 -

Application form, transcripts, test scores, acceptance letter, counselor interview notes, unsatisfactory progress reports, copies of mid-semester and final grades, and any miscellaneous items.

RETENTION: Retain indefinitely in Student Information System and /or optical imaging form

Office: Indefinite.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 18

Page 2 of 4

CAMPUS: CENTRAL ADMINISTRATION OFFICE: ADMISSIONS, RECORDS,
AND REGISTRATION

Item
No.

Description and Retention

-
4. BLISS ELECTRICAL SCHOOL STUDENT GRADE RECORDS, 1910-1950 -
Grade records of students who attended Bliss Electrical
School, including Grade Books, 1910-21, Grade Cards,
1922-50, and a card index.

RETENTION: Permanent
Office: Transfer to Archives
Archives: Permanent

-
5. U.S. NAVY ELECTRICIAN'S MATES SCHOOL STUDENT GRADE RECORDS,
1942-45; 1951-53 -
Grade cards for naval personnel enrolled in the program
conducted by Bliss Electrical School, 1942-45, and
Montgomery Junior College, 1951-53.

RETENTION: Permanent
Office: Permanent

-
6. CARVER JUNIOR COLLEGE STUDENT GRADE RECORDS, 1950-1956 -
A very small, incomplete set of grade cards for students
enrolled at Carver Junior College.

RETENTION: Permanent
Office: Transfer to Archives
Archives: Permanent

-
7. DENTAL ASSISTING GRADE RECORDS, 1966-1972 -
Grade records of students who enrolled in non-credit Dental
Assisting evening courses offered on the Tacoma Park Campus.

RETENTION: Permanent
Office: Permanent

MONTGOMERY COMMUNITY COLLEGE

Page 3 of 4

RECORDS RETENTION SCHEDULE NUMBER 18

CAMPUS: CENTRAL ADMINISTRATION OFFICE: ADMISSIONS, RECORDS,
AND REGISTRATION

Item
No.

Description and Retention

8. SCIENCE SEMINAR ATTENDANCE RECORDS, 1964-1966 -
Attendance records of public school teachers who
participated in various science seminars offered at the
Tacoma Park Campus.

RETENTION: Permanent
Office: Transfer to Archives
Archives: Permanent

9. STUDENT GRADE VERIFICATION BOOKS, 1950 -
DDS sheets recording students' names and final grades
received in each section of each course and signed by
instructor.

RETENTION: Permanent
Office: Permanent; microform periodically and destroy

10. REGISTRATION SOURCE DOCUMENTS, 1965 -
Various forms and listings, including program of studies,
which document the early registration, regular registration,
and late registration of students and forms which document
the registration of students in the non-credit Continuing
Education programs. These are non-record source documents.
Information of continuing value is located in the student
grade verification books and in the student permanent record
cards. Official enrollment data is maintained in the Office
of Planning and Institutional Research.

RETENTION: (a) Six years for Continuing Education
prior to 1989; optical disk after
that date
(b) Three years
Office: Three years and destroy (regular
registration)
Three years (Continuing Education)
Archives: Three years (Continuing Education) for
records prior to and including 1989 and
destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 18

Page 4 of 4

CAMPUS: CENTRAL ADMINISTRATION OFFICE: ADMISSIONS, RECORDS,
AND REGISTRATION

Item
No.

Description and Retention

11. STUDENT CHANGE OF SCHEDULE FORMS, 1969 -

Copies of drop-add forms recording changes in students' schedules.

RETENTION: Three years

Office: Three years and destroy

12. STUDENT MEDICAL RECORDS, 1968 -

Records of physical examinations given at admission, examinations given to athletes, accident reports, Nursing Program immunization records, and miscellaneous items.

RETENTION: (a) Five years for Nursing Program
immunization records

(b) Three years for all other records
Office: For total retention period and destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 19

Page 1 of 3

CAMPUS: CENTRAL ADMINISTRATION OFFICE: CONTINUING EDUCATION

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1968 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost for Continuing Education.

RETENTION: Three years
Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. MHEC COURSE APPROVAL RECORDS, July 1976 -

Copies of MHEC form CC-10, or equivalent, indicating state approval or disapproval of Continuing Education noncredit courses for state aid.

RETENTION: Retain forms for courses that receive approval for that period of time that the course remains approved, and for six years thereafter. Retain forms for courses that are not approved for six years.
Office: Retain form for all approved courses for as long as the course continues to be offered, then deposit in the Archives. Forms for non-approved courses to be deposited in the Archives. The deposit of all forms in the Archives shall take place once each year.
Archives: For total retention period and destroy.

3. PROGRAM FILES, 1968 -

Folders for noncredit courses (except real estate courses) offered through the Office of Continuing Education, including such items as instructors' contracts, handout materials, any evaluation sheets, record of any certificates granted, and related papers. Record copies of personnel actions are maintained in the Personnel Office. Record copies of class lists and enrollment forms are maintained and scheduled separately.

RETENTION: Seven years
Office: Two years
Archives: Five years and destroy; the Continuing Education Office will retain a record of all certificates granted.

MONTGOMERY COMMUNITY COLLEGE

Page 2 of 3RECORDS RETENTION SCHEDULE NUMBER 19

CAMPUS: CENTRAL ADMINISTRATION OFFICE: CONTINUING EDUCATION

Item
No.Description and Retention

4. REAL ESTATE PROGRAM FILES, c. 1968 -

Folders for real estate courses offered through the Office of Continuing Education, including such items as instructors' contracts, handout materials, any evaluation sheets, record of certificates granted, and related papers. Record copies of personnel actions are maintained in the Human Resources Office. Record copies of class lists and enrollment forms are maintained and scheduled separately.

RETENTION: Seven years
Office: Seven years and destroy; the Continuing Education Office will retain a record of all certificates granted for that period of time specified by state regulations.

5. CONTINUING EDUCATION CONFERENCES/WORKSHOPS RECORDS, 1969 -

Records of conferences and workshops sponsored by the Office of Continuing Education, including handouts, budgets, records of proceedings, and related papers.

RETENTION: Five years
Office: Two years
Archives: Three years and destroy

6. FINANCIAL RECORDS, 1968 -

Deposit sheets, cash receipts, accounting records, and related financial records documenting the receipt of tuition and fees for noncredit courses offered through the Continuing Education Office. Record copies of state aid reports are retained in the Office of Planning and Institutional Research. Record copies of cash receipts and expenditure records are retained in the Finance Office.

RETENTION: Three years
Office: One year
Archives: Two years and destroy

MONTGOMERY COMMUNITY COLLEGE

Page 3 of 3RECORDS RETENTION SCHEDULE NUMBER 19

CAMPUS: CENTRAL ADMINISTRATION OFFICE: CONTINUING EDUCATION

Item

No.

Description and Retention

7. CREDITED PROGRAM FINANCIAL RECORDS, c. 1970 -

Registration source documents and related financial records documenting the receipt of tuition and fees for credit courses offered through the Continuing Education Office. Record copies of source documents are retained in the Admissions, Registration, and Records Office.

RETENTION: Three years
Office: One year
Archives: Two years and destroy

8. FACULTY APPLICATIONS, 1971 -

Applications from individuals who have taught or who apply to teach in the Continuing Education programs of the College.

RETENTION: Two years
Office: Two years and destroy

9. FACULTY FOLDERS, 1973 -

Folders containing employment information, course description, etc., relating to noncredit courses offered by the office of Continuing Education.

RETENTION: Twenty years
Office: Three years
Archives: Twenty years and destroy

10. CONTINUING EDUCATION: STUDENT RECORDS

Student folders containing records of students enrolled in the Prior Learning Program & non-credit Certificate programs offered by the office of Continuing Education.

RETENTION: Permanent
Office: Four years; office of record.
Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 20

Page 1 of 1

CAMPUS: CENTRAL ADMINISTRATION OFFICE: STUDENT FINANCIAL AID

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Financial Aid.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. STUDENT FINANCIAL AID FOLDERS, 1967 -

Record all financial aid received by individual students, including application form, parent's (or student's) confidential form, financial need analysis report, award letter, reply sheet, and any miscellaneous supporting documents.

RETENTION: Retain seven years after the close of the fiscal year in which the expenditure was made or for that period of time required by Federal and State records retention regulations, whichever is longer.

Office: For total retention period and destroy.

3. STUDENT FINANCIAL AID HISTORY, 1971 -

Periodic listing of basic information relating to aid provided to all students, including names, social security numbers, test scores, financial need, amount awarded, and program. Only the end of the academic year run is retained.

RETENTION: Permanent

Office: Retain until no longer required for immediate reference.

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 21

Page 1 of 1

CAMPUS: CENTRAL ADMINISTRATION OFFICE: EDUCATIONAL SUPPORT SERVICES

Item
No.

Description and Retention

-
1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -
Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Educational Support Services and Campus Director of Educational Support Services at Germantown.

RETENTION: Three years
Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

MONTGOMERY COMMUNITY COLLEGE

Page 1 of 1RECORDS RETENTION SCHEDULE NUMBER 22

CAMPUS: CENTRAL ADMINISTRATION OFFICE: AUXILIARY SERVICES

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1969 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Director of Auxiliary Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. AUXILIARY ENTERPRISES FINANCIAL RECORDS, 1969 -

Cash reports, cash register detail tapes, and other financial records documenting the financial operations of the various auxiliary enterprises under the supervision of the Director of Auxiliary Services.

RETENTION: (a) Seven years, credit card records
(b) Four years, sales tax records
(c) Three years

Office: (a) Two years; (b) & (c) One year

Archives: (a) Five years and destroy;
(b) Three years and destroy;
(c) Two years and destroy

3. AUXILIARY ENTERPRISES CHILD CARE CENTER, RECORDS, 1986 -

Receipts, invoices and the billing contract maintained by Auxiliary Services for each child enrolled in the day care center program. (The statute of limitation for the contract is seven years.)

RETENTION: Seven years

Office: Two years; Office of record

Archives: Five years and destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 23

Page 1 of 1

CAMPUS: TAKOMA PARK CAMPUS

OFFICE: PROVOST

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost, Takoma Park Campus.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. FACULTY PERSONNEL FOLDERS/TP, 1946 -

Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.

RETENTION: Permanent

Office: Retain while active.

Archives: Permanent

3. CAMPUS ADVISORY GROUPS, 1979 -

Minutes of the proceedings of the campus advisory groups, committees, and any related records.

RETENTION: Permanent

Office: Two years; office of records

Archives: Permanent

4. ANNUAL REPORTS/TP. c. 1965 -

Annual reports of academic areas and administrative offices on the Takoma Park Campus.

RETENTION: Permanent

Office: Two years

Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 24

Page 1 of 2

CAMPUS: TAKOMA PARK CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Instructional Deans, including institute records.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. SUMMARIES OF COURSE CONTENT, 1967 -

Copies of course objectives, course outline, and final examinations for all courses offered in Basic, Applied and Health Sciences, Humanities, Social Sciences, and Business.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy except that materials having administrative value during re-accreditation periods to be retained until such value ends.

3. NURSING PROGRAM: STUDENT FOLDERS, 1982 -

Folders containing student evaluations and other related records.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy

4. FACULTY EVALUATIONS FILES, 1971 -

Evaluation forms and related records pertaining to the annual evaluation process.

RETENTION: Permanent

Office: Permanent

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 24

Page 2 of 2

CAMPUS: TAKOMA PARK CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item

No.

Description and Retention

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5. RADIOLOGIC TECHNOLOGY PROGRAM: STUDENT FOLDERS, 1984 -
Folders containing instructors notes and other related
records.

RETENTION: Five years

Office: Five years in office and then destroy.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 25

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CAMPUS: TAKOMA PARK CAMPUS

OFFICE: EDUCATIONAL SUPPORT
SERVICES

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Campus Director of Educational Support Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 26

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CAMPUS: TAKOMA PARK CAMPUS

OFFICE: STUDENT DEVELOPMENT

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. STUDENT ACTIVITIES CONTRACTS/TP, 1965 -

Contracts between the College and entertainers or others who are employed by the student program council at the Takoma Park Campus.

RETENTION: Six years

Office: Six years and destroy; office of record.

3. STUDENT GOVERNMENT RECORDS/TP, 1968 -

Minutes and related records of student government groups.

RETENTION: Permanent

Office: Two years; office of record

Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 27

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: PROVOST

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1967 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost, Rockville, Campus.

RETENTION: Three years
Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. FACULTY PERSONNEL FOLDERS/1965 -

Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.

RETENTION: Permanent
Office: Retain while active.
Archives: Permanent

3. CAMPUS ADVISORY GROUPS/RK, 1967 -

Minutes of the proceedings of the campus advisory groups, and any related records.

RETENTION: Permanent
Office: Two years; office of record
Archives: Permanent

4. ANNUAL REPORTS/RK, 1965 -

Annual reports of academic departments and administrative offices on the Rockville Campus.

RETENTION: Permanent
Office: Two years
Archives: Permanent

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 28

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1965 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Instructional Deans.

RETENTION: Five years

Office: May be destroyed after five years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. SUMMARIES OF COURSE CONTENT/RK, 1965 -

Copies of course objectives, course outline, and final examination for all courses offered on the Rockville Campus.

RETENTION: Five years

Office: Five years and destroy, except that material having administrative value during re-accreditation periods to be retained until such value ends.

3. DEPARTMENT CHAIR MEETINGS/RK, 1970 -

Minutes of the proceedings of Rockville department chair meetings and any related papers.

RETENTION: Permanent

Office: Two years

Archives: Permanent

4. REQUISITION FILES, 1976 -

Accounts files containing requisitions and supporting documentation for supplies and equipment ordered for campus academic departments, in fiscal year sequence.

RETENTION: Four years

Office: Four years

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 28

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item

No.

Description and Retention

5. FACULTY EVALUATIONS FILE, 1971 -

Evaluation forms and related records pertaining to the annual evaluation process.

RETENTION: Permanent

Office: Permanent

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 29

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: EDUCATIONAL SUPPORT
SERVICES

Item
No.

Description and Retention

-
1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -
Correspondence, memoranda, and miscellaneous subject files
relating to the activities of the Office of the Campus
Director of Educational Support Services.

RETENTION: Three years

Office: May be destroyed after three years. Material
having continuing administrative, legal, or
historical value to be retained until such
value ends or deposited in the Archives for
permanent retention

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 30

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CAMPUS: ROCKVILLE CAMPUS

OFFICE: STUDENT DEVELOPMENT

Item

No.

Description and Retention

5. SPECIAL STUDENT SERVICES/RK: STUDENT FOLDERS, 1977 -
Folders containing test results and other related materials
for handicapped students.

RETENTION: Six years

Office: Three years

Archives: Three years and destroy

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 31

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CAMPUS: GERMANTOWN CAMPUS

OFFICE: PROVOST

Item No.	Description and Retention
1.	<p><u>GENERAL CORRESPONDENCE AND OFFICE FILES, 1973 -</u> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of the Provost of the Germantown Campus.</p> <p>RETENTION: Three years Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.</p>
2.	<p><u>FACULTY PERSONNEL FOLDERS/GT, 1973 -</u> Materials collected at time of employment, including application form and letters of recommendation, copies of salary action authorizations, evaluation materials, and other papers relating to the individual's full-time or part-time employment with the College.</p> <p>RETENTION: Permanent Office: Retain while active. Archives: Permanent</p>
3.	<p><u>ANNUAL REPORTS/GT, 1973 -</u> Annual reports of academic areas and administrative offices in the Germantown Campus.</p> <p>RETENTION: Permanent Office: Two years Archives: Permanent</p>
4.	<p><u>CAMPUS ADVISORY GROUPS, 1980 -</u> Minutes and related records of the campus advisory groups and committees.</p> <p>RETENTION: Permanent Office: Two years; office of record Archives: Permanent</p>

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 32

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CAMPUS: GERMANTOWN CAMPUS

OFFICE: INSTRUCTIONAL DEANS

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1980 -

Subject and miscellaneous records relating to the Office of the Instructional Deans.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. SUMMARIES OF COURSE CONTENT/GT, 1980 -

Copies of course objectives course outline, and final examinations for all courses offered in the Office of the Instructional Deans.

RETENTION: Five years

Office: Two years

Archives: Three years and destroy, except that materials having administrative value during reaccreditation periods to be retained until such value ends.

3. FACULTY EVALUATIONS FILE, 1973 -

Evaluation forms and related records pertaining to the annual evaluation process.

RETENTION: Permanent

Office: Permanent

MONTGOMERY COMMUNITY COLLEGE

RECORDS RETENTION SCHEDULE NUMBER 33

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CAMPUS: GERMANTOWN CAMPUS

OFFICE: EDUCATIONAL SUPPORT
SERVICES

Item

No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1952 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Director of Educational Support Services.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

MONTGOMERY COMMUNITY COLLEGE
RECORDS RETENTION SCHEDULE NUMBER 34

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CAMPUS: GERMANTOWN CAMPUS

OFFICE: STUDENT DEVELOPMENT

Item
No.

Description and Retention

1. GENERAL CORRESPONDENCE AND OFFICE FILES, 1973 -

Correspondence, memoranda, and miscellaneous subject files relating to the activities of the Office of Student Development.

RETENTION: Three years

Office: May be destroyed after three years. Material having continuing administrative, legal, or historical value to be retained until such value ends or deposited in the Archives for permanent retention.

2. STUDENT ACTIVITIES CONTRACTS, 1978 -

Contracts between the College and entertainers or others who are employed by the Student Program Council at the Germantown Campus.

RETENTION: Six years

Office: Six years and destroy; office of record

3. STUDENT GOVERNMENT RECORDS, 1978 -

Minutes and related records of student government groups.

RETENTION: Permanent

Office: Two years; office of record

Archives: Permanent